

**MOTOR VEHICLE
OPERATOR
WG-5703-07**

**TRANSPORTATION
OPERATIONS**

I. POSITION AND ORGANIZATION INFORMATION

Position:

Motor Vehicle Operator, WG-5703-07

Purpose of position:

The purpose of this position is the operation of a variety of gasoline, diesel, or electric powered wheeled vehicles.

Organization:

Transportation Branch

Organization goals:

II. MAJOR DUTIES

A. Duty:

Drive one or more trucks, such as platform trucks, van trucks, stake trucks or dump trucks, which typically have a GVW between 26,000 pounds and 32,000 pounds, on public roads at highway speeds. (33%)

Tasks:

1. Operates trucks to transport supplies, materials, equipment and tools or to tow equipment. Performs driving assignments on the basis of specific trip assignments or regular schedules over public roads at highway speeds. Work can involve maneuvering trucks over rough terrain, over improved or unimproved roads, in close quarters, and in heavy traffic on both long and short hauls. It requires exercising caution when backing to load or unload at docks, ramps or similar locations.
2. Determines the manner and sequence of loading cargo to achieve load balance and adequate protection for fragile items. Ensures that cargo is properly distributed, secured and protected from the weather. Operates power take off equipment such as hydraulic dumping mechanisms.
3. Performs operator maintenance, such as checking fluid levels and air pressure in tires, and cleaning and washing vehicles.
4. Completes trip tickets and preventive maintenance records.

B. Duty:

Operates trash removal trucks, such as those with a rear end compactor plate, to pick up and dispose of trash and refuse. (33%)

Tasks:

1. Operates trash removal with specialized equipment such as rear end compactor plates. Performs driving assignments on the basis of specific trip assignments or regular schedules in both a restricted installation environment and over public roads at highway speeds. Work may involve maneuvering trucks in narrow spaces between buildings.

2. Operates power take-off equipment such as hydraulic dumping mechanisms.
3. Performs operator maintenance, such as checking fluid levels, checking air pressure in tires, and cleaning and washing vehicles.
4. Completes trip tickets and preventive maintenance records.

C. Duty:

Drive one or more passenger buses which carry 16 or more passengers, on regularly scheduled routes or specific trip assignments, at highway speeds.
(34%)

Tasks:

1. Operates buses to transport passengers from one point to another. Buses are driven over public roads at highway speeds. They typically carry more than 16 passengers. Driving assignments include urban and rural areas on Federal, state and county roads and city streets in all traffic conditions.
2. Ensures that passengers follow safety rules and regulations. Checks I.D. cards or other authorization for shuttle passengers.
3. Performs operator maintenance, such as checking fluid levels and air pressure in tires, and cleaning and washing vehicles.
4. Completes trip tickets and preventive maintenance records.
 1. This is a Testing Designated Position. The employee is subject to random drug testing.
 2. This position requires the employee to drive a motor vehicle. The employee must possess a valid California Driver's License for vehicles Class "B" and GVW 26001 lbs or more with "P" endorsement and must possess or have the ability to obtain a government vehicle operator's license.

III. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. Work requires skill in manipulating large vehicles with heavy loads, including starting, stopping, backing, and driving vehicles in all types of traffic and road conditions.

Knowledge of the height, width, length, and weight of the vehicles in order to judge overhead and side clearances, the turning radius, braking distance, and the safest distance to be maintained from other vehicles.

Knowledge of State and local safety rules and regulations for operating vehicles. Skill in defensive driving techniques. Skill to recognize developing hazardous road and traffic conditions, and the judgment to adjust driving methods to the practices of surrounding traffic, and to select alternate routes to avoid potential problems.

Skill in reading and understanding road maps and other locator documents, and in determining the shortest and safest route for both short and long runs,

considering the height and weight of the vehicle relative to overpass clearances and legal restrictions.

Knowledge of the operator's manual for assigned vehicles. Knowledge to recognize developing maintenance problems when conducting operator inspections and reporting problems to the supervisor.

2. Skill in loading and arranging cargo properly onto the vehicle, using appropriate tie-downs such as chains, binders, or straps for safe transit on public roads at highway speeds or under similar driving circumstances.

Drivers of dump trucks must have skill in manipulating the hydraulic controls to raise and lower the bed of the truck, and the ability to adjust the tailgate for spreading construction material from the dump truck bed. Work requires skill in using side mirrors and responding to hand signals from a spotter to maneuver the vehicle.

Drivers of vehicles equipped with a power takeoff devices, such as large snow blowers or very large snow plows with rollover of v-blades for removing deep snow require skill in their operation, including transfer of engine power to the equipment, and skill in manipulating controls and knowledge of gauges.

3. Drivers of trash removal vehicles must have skill in manipulating the hydraulic controls to compact refuse, or to raise, dump and lower refuse containers.

4. Knowledge of safe braking distances for passenger buses, considering of the weight and size of the bus and the added weight of the passengers.

Factor 2. Responsibility

Instructions are received from the dispatcher or supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, deadlines to be met, and any special information. The driver is responsible for the safe transport of passengers and/or cargo throughout rural or urban areas on public roads in a full range of traffic conditions. Responsibility includes route selection, considering the size and weight of the vehicle, and the safe loading and unloading of vehicles which can carry bulky and cumbersome cargo. Driving proficiency is assessed in terms of safe and expeditious completion of the assigned job. Trip tickets are examined for compliance with regulations and for completeness.

Factor 3. Physical Effort

Drivers at this level exert moderate physical effort in operating, turning, backing, and controlling vehicles which carry extremely large loads or large numbers of people. Work also requires moderate physical effort in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls, especially when backing vehicles. Truck driving requires moderate physical effort in the frequent handling of heavier objects while loading cargo with the assistance of other workers or weight handling equipment. Work may also require moderate physical effort to couple vehicles with towed equipment. Considerable physical effort may be required to change tires, and to make limited emergency repairs.

Factor 4. Working Conditions

Drivers work mostly outside and operate vehicles in all kinds of traffic and weather on public roads, and are exposed to the danger of serious accidents. Drivers are exposed to dirt and fumes, and to the possibility of cuts, bruises, and broken bones as a result of accidents when loading and unloading the vehicle. They drive in heavy traffic and at highway speeds over complicated road and interchange systems.